

**From:** ["Hodgkiss, Miranda"](#)  
**To:** ["Patheal, Bella" <Patheal.Bella@epa.gov>](#)  
**Date:** 4/18/2018 10:28:15 AM  
**Subject:** Emailing: R10 ORA Meeting or Event Request Form - Deschutes TMDL Briefing.docx

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Hi Bella,

I have completed the attached form to schedule a briefing with the RA. Can you pass this on to the appropriate people? Thanks!

Miranda



## Meeting/Event Request for Region 10 - Office of the Regional Administrator

*Please submit this form for any official briefings/updates for the RA/DRA or event attendance requests.*

**Today's Date:**

4/18/2018

**Requesting Office:**

OWW (Watershed Unit)

**Title/Topic of the Meeting/Event (please define any acronyms):**

Deschutes River Total Maximum Daily Load Decision

**Administrator or Deputy Administrator or Both?**

RA required; DRA optional, if schedule allows

**Purpose (informational, decisional, other):**

Pre-decisional information

**Role of RA/DRA:**

RA to communicate Region's position to his counterparts at HQ

**Last possible date for the meeting (if urgent, explain why) or date of event:**

6/1/2018 (preference is week of 5/28; week of 5/21 if that won't work)

**Requested Time Length:**

1 hour

**EPA Staff (Optional):**

Dan Opalski, Miranda Hodgkiss, Leah Brown, David Croxton (optional, may be on annual leave)

**External Participants (please provide email address and/or point of contact):**

N/A

**Audio Line or Video Conference or other technology needs required (provide details)?**

N/A

**Point of Contact for the Meeting:**

Miranda Hodgkiss

*NOTE: Please submit Meeting Requests to [R10-ORA@epa.gov](mailto:R10-ORA@epa.gov) with a copy to [Kendra Tyler](#), the RA's Special Assistant. All briefing materials must be provided by 3:00 pm **three days before** your meeting or the meeting may be rescheduled.*